

## **VACANCY INFORMATION**



**Announcement Number:** LOC-2005-0001

**Vacancy Description:** Auditor (IT)

**Open Period:** 02/15/2005 - 03/01/2005

**Series/Grade:** GS-0511E-13

**Salary:** \$74,782.00 TO \$114,882.00

**Promotion Potential:** GS-14

**Hiring Agency:** Library of Congress

**Duty Locations:** 1 vacancy in Washington DC Metro Area, DC

**For more information,** June Murphy, 202-326-4110

**Contact:** [Murphy.June@PBGC.GOV](mailto:Murphy.June@PBGC.GOV)

### **Additional Information**

Relocation expenses will not be paid

This position is in the excepted service.

#### **DUTIES**

This position serves as the senior auditor in advanced IT audit techniques and as a specialist in providing support in planning, coordinating, and implementing a continuing program for maintaining current state-of-the-art in the application of advanced IT audit techniques.

1. Plans, schedules and conducts complex audits and reviews of automated systems and processes that can have nationwide consequences for the Library of Congress in its service as the defacto national library, the home of the U.S. Copyright Office, and the Congressional Research Service, as well as a number of other far-reaching automated systems. Assignments frequently include audits of indecisive boundaries requiring the examination of the same and related areas in the Library, cross-servicing agencies and outside contractors.

2. Receives assignments that require the ability to perform work in areas where recognized practices may not be applied extensively, and requires the ability to perform audits in areas of activities using a number of different accounting and reporting systems. The incumbent must select and recommend sound methods and procedures to remedy accounting or operational deficiencies and irregularities and have an expert knowledge of accounting practices and controls used in IT systems.

3. Provides expert technical assistance in implementing automated processes into audits, evaluations, and other reviews designed to detect fraud, waste, and abuse in Library programs as well as improved operations.
4. Works in coordination with other auditors and investigators on a continuing basis to interpret computer output, and to select the appropriate statistical sampling techniques needed to obtain reliable evidence in support of findings.
5. Reviews systems development effort for new systems and major enhancements to existing production systems to ensure compliance with applicable standards and success of the development effort. Presents findings and recommendations to the Inspector General and the Assistant Inspector General for Information Technology and Security on highly technical reviews and audits of Library-wide data processing activities.
6. Performs information technology acquisitions reviews that included detailed evaluations of actions taken in the procurement of IT and communications hardware and service of the acquisition.
7. Represents the Office of the Inspector General in meetings and conferences with respect to IT audits within and outside of the Library and may brief senior management officials, on the results of the audits and evaluations.
8. Serves on various internal and external committees, task forces, and boards concerned with audit IT matters.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Candidates must have a full 4 year course of study in an accredited college or university which meets all of that institution's requirements for a bachelor's degree with an accounting major or a degree in a related field such as business administration, finance or public administration that includes at least 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

OR;

At least 4 years experience in accounting or an equivalent combination of accounting, college level education, and training that provides professional accounting knowledge. The applicant's background must also include ONE of the following:

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
2. A certificate as a Certified Public Accountant or a Certified Information Systems Auditor, obtained through written examination; or
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24 semester hours requirement of paragraph A, provided that
  - (a) the applicant has successfully worked at the full-performance level in accounting, auditing or a related field;
  - (b) a panel of a least two higher level professional accountant or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency and level of advancement that which is normally associated with successful completion of the 4 year course of study described in paragraph A; and
  - (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicants education, training and experience fully meet the specified requirements.

NOTE: CISA, CPA, CIA, or CMA IS DESIRABLE

Employment at the Library of Congress is normally limited to U.S. Citizens.

However, non-citizens may be hired provided immigration law and other legal requirements are met.

REMARKS: Appointment/retention is subject to a favorable evaluation of an appropriate personnel suitability investigation.

EVALUATION METHOD: Qualification determination will be based on information submitted in accordance with the instructions in this vacancy announcement.

PROBATIONARY PERIOD REQUIRED: YES

ADDITIONAL DOCUMENTATION REQUIRED: NONE

#### HOW TO APPLY:

It is strongly recommended that applicants submit a complete online application and electronic resume via the PBGC Online Automated Referral System (POLARS). The Human Resources Department will be available to provide assistance to applicants submitting applications up until two (2) days prior to the closing date of the announcement. Applicants needing assistance may contact the Human Resources Department between the hours of 8:00 a.m. and 5:00 p.m. EST to speak to someone who can provide assistance for online submission. Status applicants are also requested to submit a SF-50 (Notification of Personnel Action) to validate status or reinstatement eligibility. Applicants must also submit a copy of their most recent performance appraisal and any approved awards.

Unless otherwise stated in this announcement, all required supplemental application materials must be received by midnight of the day following the closing date of the announcement (not including Saturdays, Sundays, or government holidays). This proof must be sent to either the contact address or fax number identified above and must include the announcement number for which applying.

The telephone number is (202) 326-4110. For TTY/TDD users, call the Federal Relay Service toll-free at 1-800-877-8339 and ask to be connected to (202) 326-4111.

The POLARS system can be accessed at <http://jsearch.usajobs.opm.gov/a9g.asp?CPDF=BG00>, answer the 'Employment Question' and click the 'Submit' button. Select the position which you are interested in applying for.

Next, click on 'Apply online for POLARS.' A welcome screen will appear, prompting you through the system and allowing you to apply for jobs online.

Your resume or application should contain the following or you may lose consideration for this job:

#### Job Information:

- Announcement number, title and grade(s) of the job for which you are applying

#### Personal Information:

- SSN
- Full name, mailing address (with Zip Code) and day and evening phone number (with area code)
- Country of citizenship (All federal jobs at OIG/LOC are normally limited to U.S. Citizens. However, non-citizens may be hired provided immigration law and other legal requirements are met.)
- Highest Federal civilian grade held (also give job series and dates held)

Your resume must include three (3) references with complete addresses and phone numbers of individuals who are not relatives or previous supervisors.

#### Education:

- High school - Name, city and state (Zip Code if known), date of diploma or GED

- Colleges and universities - Name, city and state (Zip Code if known), majors, types and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Job-related training courses (title and year)
- Job-related skills, (for example other languages, computer software/hardware, typing speed)
- Job-related certificates and licenses (current only)
- Job-related honors, awards and special accomplishments (for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (give dates))

**Work Experience:**

Provide the following information for your paid and volunteer work experience related to the job for which you are applying.

- Job title (include series and grade if Federal job)
- Work experience
- Employer's name and address
- Supervisor's name and phone number
- Dates of employment
- Hours per week
- Salary Information
- Indicate whether any of the following were your reason for leaving:
  - o Termination
  - o Firing or resignation in lieu of firing
  - o Leaving by mutual agreement

Indicate if we may contact your current supervisor

In addition, you must account for any periods of unemployment of over three (3) months.

Application materials will not be returned.

Application materials received in a government-franked envelope will not be considered.

YOU WILL NOT BE GIVEN FINAL CONSIDERATION FOR THIS POSITION UNTIL WE RECEIVED YOUR OF-306, DECLARATION FOR FEDERAL EMPLOYMENT.

Most forms mentioned above may be obtained from a Federal Job Information Center or Federal government human resources office.

Applicants with disabilities may be considered under special hiring procedures and must attach an appropriate certification of eligibility when submitting an application. For more information contact the Selective Placement Program Coordinator at (202) 707-6362 (voice or TTY) or e-mail spp@loc.gov.

Submit supplemental materials to the Library of Congress Office of Inspector General's personnel servicing agent at:

Pension Benefit Guaranty Corporation  
 Human Resources Department  
 Suite 120  
 1200 K Street N.W.  
 Washington, D.C. 20005  
 (202) 326-4111  
 Fax (202) 326-4249

For TTY/TDD users, call the federal relay service toll-free at 1-800-877-8339 and ask to be connected to (202) 326-4111.